

Sample Constitution and Bylaws of an ASB club. This needs to be typed up, submitted to club for approval, and when ratified, submitted to the Activities Coordinator via email before any fundraising can be approved.

Preamble (states the general purpose of your organization)

We, the students, for the promotion of good government, good sportsmanship, student activities and the general welfare of the students of Lincoln High School, establish this Constitution of the _____ Club.

Article 1 – Name of Organization – this section establishes the full, official name of your club the way it will be officially recorded.

Section A: It is resolved that the name of this organization shall be the _____ Club of Lincoln High School.

Article 2 - Purpose – this section describes the reason your club should exist and the purpose. It should be specifically connected to the mission of Lincoln High School, and is more specific than the preamble, which gives a big-picture view. This section should be the goals of your club, what you hope to accomplish, and why you exist as an organization. The following is just an **example** of how you can get started:

Section A: to create _____

B: to achieve _____

C: to bring attention to _____

Article 3 – Membership – this section details how to become and stay a member of this club

Section A: Membership in _____ club is established by....

Section B: Membership in _____ club is maintained by.....

Article 4 – Elections/Selections of Officers – this section lays out how new officers will be selected in this club, including when those elections will take place.

Section A: The following will be the officer positions within this club

1. (list the offices, not the people who hold them)

Section B: elections will be held (how often?)

Section C: the election process will consist of...

Article 5 – Duties – this section describes the duties of the club and the officers within it

Section A: The Duties of the club are

1. To create/assist/achieve/organize/attend/support/ raise funds for.....etc.

Section B: The Duties of the officers are

1. List the officers and the roles of each

At least five of the founding members need to sign this document before submitting it. You can either type names in or print this out, sign it, and submit a hard copy.